CPM Project Outline

Problem Statement:
1. Provide sufficient explanation as to why the project was chosen
   (Include current impact on customers and pertinent historical background)
2. Identify how the project goal aligns with agency and/or department goals
3. Define the problem statement in neutral terms so that a solution is not presumed

Data collection:
4. Discuss the goals of your data collection and the collection methods used to gather the data. Identify why these methods were used.
5. Provide operational definitions of critical terms used in the project

Data analysis:
6. Identify key findings and appropriate patterns or trends in the data gathered.
7. Identify any potential causes or contributing factors to the problem using appropriate tools (not just by assumption or instinct).
7. Ensure potential solutions and implementation plans are based on analysis of the available data.

Implementation Plan:
8. The implementation plan for the solution(s) chosen **must** include the following:
   - ❑ Action steps needed to complete the goal (and who performs them)
   - ❑ Timeframes and cost
   - ❑ Potential obstacles and methods to overcome them
   - ❑ Potential resources
   - ❑ Communication with key stakeholders
   - ❑ Integration into standard operating procedure

Evaluation Method:
9. Identify a plan that will be used or developed to conduct an evaluation of the solution(s).
10. Select and identify data collection methods that will be used to monitor and measure results.

Summary and Recommendations:
11. Summarize key findings and recommendations for future action

Format:
12. Includes the following:
    - ❑ Cover page includes project title, candidate's name, agency name and submission date.
    - ❑ Text should be double spaced, pages numbered and typed (no more than 15 pages), any appendices should be numbered and labeled.
    - ❑ References should be identified where quoted or referred to, example: (Burkett, Demographics of SC, p.2).
    - ❑ Submit the project in a folder, binder or project cover